

MEMORANDUM

Agenda Item No. 11(A)(18)

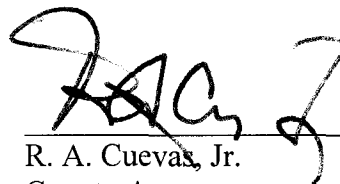
TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: November 6, 2007

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Resolution authorizing
in-kind services for the
Annual Literary Festival
sponsored by Miami
Book Fair International, Inc.

The accompanying resolution was prepared and placed on the agenda at the request of
Chairman Bruno A. Barreiro.



R. A. Cuevas, Jr.
County Attorney

RAC/dcp




MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: November 6, 2007

FROM: 
R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 11(A)(18)

Please note any items checked.

_____ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised

_____ 6 weeks required between first reading and public hearing

_____ 4 weeks notification to municipal officials required prior to public hearing

_____ Decreases revenues or increases expenditures without balancing budget

_____ Budget required

_____ Statement of fiscal impact required

_____ Bid waiver requiring County Manager's written recommendation

_____ Ordinance creating a new board requires detailed County Manager's report for public hearing

_____ Housekeeping item (no policy decision required)

_____ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(18)
11-06-07

RESOLUTION NO. _____

RESOLUTION AUTHORIZING IN-KIND SERVICES FROM THE MIAMI-DADE COUNTY PUBLIC WORKS DEPARTMENT FOR THE NOVEMBER 4-11, 2007 ANNUAL LITERARY FESTIVAL SPONSORED BY THE MIAMI BOOK FAIR INTERNATIONAL, INC., A NOT-FOR-PROFIT ORGANIZATION, IN AN AMOUNT NOT TO EXCEED \$6,000.00 TO BE FUNDED FROM THE COUNTYWIDE IN-KIND RESERVE FUND

WHEREAS, the Miami Book Fair International, Inc. has requested in-kind services from the Miami-Dade County Public Works Department for the November 4-11, 2007 Annual Literary Festival in an amount not to exceed \$6,000.00 (see attached Fee Waiver/In-kind Service Application); and

WHEREAS, the Annual Literary Festival is designed to promote the awareness of literature and books and to encourage writing; and

WHEREAS, the Miami Book Fair International, Inc. is a not-for-profit organization; and

WHEREAS, the Annual Literary Festival is a major event, as that term is defined in the attached Fee Waiver/In-kind Service Application, and the in-kind services shall be funded from the Countywide In-kind Reserve Fund,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes in-kind services from the Miami-Dade County Public Works Department for the November 4-11, 2007 Annual Literary Festival in an amount not to exceed \$6,000.00 to be funded from the Countywide In-kind Reserve Fund.

The foregoing resolution was sponsored by Chairman Bruno A. Barreiro and offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrian D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of November, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

ME

Monica Rizo

**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

COUNTY FEE WAIVERS OR IN-KIND SERVICES REQUESTED THROUGH THIS PROCESS ARE NOT EFFECTIVE UNTIL APPROVED BY
ACTION OF THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO THE MIAMI-DADE COUNTY HOME RULE CHARTER

Please complete the following form and submit completed form along with requested materials, if applicable, to:

Delores Green
Office of Strategic Business Management
111 N.W. 1st Street, Suite 2200
Miami, FL 33128

Phone: (305) 375-5143
Fax: (305) 375-5168

Type of Event/Application (select one of the following):

- ☐ **District Event** - Event of minimal impact related to specific commission district (Complete questions 1-7, sign and date; copy will be submitted to the appropriate District Commissioner within two days of receipt of application.)
- ☐ **Small Event** - Event of minimal impact not necessarily related to a specific commission district. (Complete questions 1-7, sign and date.)
- ☐ **Special Event** - Event with expected attendance of less than 5,000 with localized impact limited to an individual community or municipality (Complete questions 1-12, sign, date and submit form no later than 60 days prior to event date.)
- ☒ **Major Event** - Large Event with expected attendance of over 5,000 or significant probability of protests, controversy, violence or vandalism (Complete questions 1-12, sign, date and submit form no later than 120 days prior to event date.)

Note: Event budget must be included for "Special" and "Major" event types.

1. Full legal name of the requesting organization: Miami Book Fair International, Inc.
2. Applicant Status: (Select one of the choices below)
- ☒ Not-For-Profit or Tax Exempt
- ☐ For-Profit
- ☐ Local Government or Public Entity
- ☐ Other (specify): _____
3. Name and contact information for single point of contact (address, phone, fax, e-mail address, etc.): Delia Lopez, Director of Operations, 300 N.E. 2nd Avenue, Miami, FL 33132, (305) 237-3258, (305) 237-3066, (305) 237-3003 fax, dlopez@mdc.edu.
4. Specify fee waiver or in-kind service requested (quantify, if applicable): Waiver for street pole banners and street banners installation permit fee
5. Name, date of event, description, and purpose of the event (if event is a fund-raiser, define the beneficiaries): Miami Book Fair International, celebrating its 24th edition in 2007, is an annual literary festival designed to promote the awareness of literature and books, and to encourage writing. Over the years, the Fair has gained national and international fame as the largest and finest literary event in the nation. As a result, several hundred thousand book lovers and writers from Florida, the U.S., and other countries visit downtown Miami to enjoy more than 350 authors of the caliber of Caroline Kennedy, Richard Russo, Nikki Giovanni and Edna Buchanan who will read from their books or participate in panel discussions in more than 10 different sites located at the Wolfson Campus of Miami Dade College. In addition, visitors may also enjoy the exhibits of more than 200 national and international publishers, booksellers and vendors which are presented in a festival atmosphere during the weekend Street Fair. This year's Fair will take place from November 4 - 11, 2007, with a Street Fair occurring from November 9th-11th.
6. Please select ALL that apply to event:
- ☒ **Economic Development:** Event supports vitality or growth of the local economy
- ☒ **Youth/Education:** Event benefits youth of any age and/or offers educational benefits
- ☐ **Health and Social Services:** Event supports health-related causes and/or social programs or institutions that improve quality of life within the community
- ☒ **Arts and Culture:** Event supports music, theatre, literature, art or culture
- ☐ **Environmental:** Event benefits environmental concerns or promotes conservation
- ☐ **Sports and Athletics:** Event supports/promotes organized sports or recreational participation

**MIAMI-DADE COUNTY
FEE WAIVER/IN-KIND SERVICES APPLICATION**

7. Physical address of event venues (please specify Commission District(s)): Miami Dade College, 300 N.E. 2nd Avenue, Miami, FL 33132, Miami-Dade Commission District # 5.
8. Description of regional or local impact: Miami Book Fair International brings the best in contemporary literature to the South Florida area each November. Because of the high quality of our programming, many renowned national and international authors and exhibitors are drawn to the Fair. As a result, book lovers from across the county, state, nation and the world converge on downtown Miami to be stimulated by the numerous author presentations we offer and to take part in the festive atmosphere of our world-famous week-end Street Fair. Hundreds of thousands of Fairgoers positively impact the revenues for our local tourist industry in terms of bookings of hotel rooms, car rentals, meals in local restaurants, and visits to other area attractions.
9. Daily/hourly event schedule, including set-up and breakdown schedule (attach event calendar, if applicable): Event Schedule: Sunday, November 4—Wednesday, November 7, 2007 6:00 p.m.—10:00 p.m. and Thursday, November 8, 2007—Sunday, November 11, 2007 9:00—8:00 p.m. Setup starts: November 2, 2007 at 9:00 p.m. Breakdown ends: November 12, 2007 at 12 noon.
10. Detailed description of event venues (map or schematic of event venues, access points, surrounding roadways and traffic flow diagrams, if applicable): See attached 2006 Fairgoer's Guide.
11. Expected number of participants and estimated attendance (per day, if applicable): 200,000 throughout the eight day event
12. Itemized budget, including total event budget, total budget of host organization, if applicable, and total commitment of resources (attach additional pages as needed): See attachments.

I hereby certify that all the statements made in this application are true and correct.


Signature of Authorized Representative

8/21/07
Date

Internal Revenue Service

Date: July 17, 2007

MIAMI BOOK FAIR INTERNATIONAL INC
% BONNIE ROTHSCHILD
300 NE 2ND AVE
MIAMI FL 33132-2204

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Kathy Masters ID# 17-57024
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
59-2415165

Dear Sir or Madam:

This is in response to your request of July 17, 2007, regarding your organization's tax-exempt status.

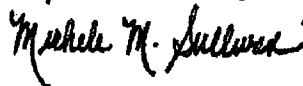
In April 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

Miami Book Fair International
Detailed Project Budget
2007 - 2008

<u>Category</u>	<u>Revenues</u>	<u>2007-2008</u>
Admissions	Admission	\$100,000
Admissions Total		\$100,000
Corporate	Corporate Contributions	250,000
Corporate	City of Miami -- Parking Authority	5,000
Corporate Total		255,000
Foundation	Foundations/Individual	5,000
Foundation Total		5,000
Private	Friends of the Book Fair	90,000
Private Total		90,000
Grants State	State Cultural Support	\$30,000
Grants State Total		\$30,000
Grants Local	Local - Miami-Dade Cultural Affairs (Festival Grant)	75,100
Grants Local	Miami-Dade Cultural Affairs (Tourist Development Grant)	20,000
Grants Local	Miami-Dade County (Community-Based Orgs)	87,500
Grants Local	Miami-Dade County Public Schools	22,500
Grants Local	Downtown Development Corp	20,000
Grants Local	City of Miami -- Mayors Signature Event	20,000
Grants Local	City of Miami - Commissioner's Discretionary Fund	35,000
Grants Local Total		280,100
Applicant Cash on Hand	MDC Odyssey W51021	97,000
Applicant Cash on Hand	MDC Odyssey W41318	180,000
Applicant Cash on Hand Total		277,000
Other Revenue	MDC Odyssey W51021	229,400
Sales	Book Sales	90,000
Sales Total		90,000
Advertising	Advertising	5,000
Advertising Total		5,000
Accessories	Accessories Sales - Poster Sales	0
Accessories	Accessories Sales - Other Merchandise	3,500
Accessories Total		3,500
Vendor/exhibitor/pavilion	Exhibitor Fees	100,000
Vendor/exhibitor/pavilion	Pavilion fees	50,000
Vendor/exhibitor/pavilion	Contracted Services: Food Vendors	25,000
Vendor/exhibitor/pavilion Total		175,000
Grand Total		1,540,000

Miami Book Fair International
Detailed Project Budget
2007 - 2008

<u>Category</u>	<u>Revenues</u>	<u>2007-2008</u>
<u>Category</u>	<u>Expenses</u>	<u>2007-2008</u>
Administrative	Salaries - Administrative	188,100
Administrative	Salaries - Part time	32,000
Administrative Total		220,100
Artistic	Salaries - Artistic	41,300
Artistic Total		41,300
Outside Artistic	Cultural Programming	42,000
Outside Artistic Total		42,000
Outside Other	Contracted Services- Publicist	25,000
Outside Other	Contracted Services - Book Sales	18,000
Outside Other	Contracted Services - Copywriter	12,000
Outside Other	Contracted Services - Event Technical Assistance	14,000
Outside Other	Contracted Svcs - Web/Photography/Clerical/Other	92,000
Outside Other	Contracted Services - Children's Museum	15,000
Outside Other	Contracted Services - Promotion coordinator/Pavillion coordinat	24,000
Outside Other	College OT & Part time	85,000
Outside Other	Security - City of Miami Police Officers	47,000
Outside Other	Translation Services	2,000
Outside Other Total		334,000
Marketing/Publicity	Accessories Purchases	4,000
Marketing/Publicity	Advertising	40,000
Marketing/Publicity	Promotion - - Other	55,000
Marketing/Publicity Total		99,000
Printing	Printing -- General	70,000
Printing	Printing - - Fairgoers Guides	180,000
Printing	Signs and Barners (internal)	10,000
Printing Total		260,000
Postage	Deliveries/Freight/Shipping/Postage	20,000
Postage Total		20,000
In County Travel	Transportation	3,000
In County Travel Total		3,000
Out of County Travel	Authors' Travel	50,000
Out of County Travel	Travel - - Board/Staff/Chairs	15,000
Out of County Travel Total		65,000
Equipment Rental	Rentals - - Equip./Tents /	176,000
Equipment Rental	Rentals- plants	8,000
Equipment Rental Total		184,000
Space Rental	Rentals - Storage	4,000
Space Rental Total		4,000
Insurance	Insurance	14,000
Insurance Total		14,000
Supplies/Materials	Book Purchases	50,000
Supplies/Materials	Book Purchases for School	6,150
Supplies/Materials	Miscellaneous	3,500
Supplies/Materials	Office Supplies & Stationery	19,850
Supplies/Materials	Program Supplies & Materials	40,500
Supplies/Materials Total		120,000
Acctg/Fees/Taxes	Accounting (including audit)	\$14,000
Acctg/Fees/Taxes	Bank Charges	5,000
Acctg/Fees/Taxes	Taxes	5,400
Acctg/Fees/Taxes Total		24,400
Public Relations	Catering	23,200
Public Relations Total		23,200
Author/Artist Honoraria	Authors' Honoraria	24,000
Author/Artist Honoraria	Authors' Incidentals	13,000
Author/Artist Honoraria Total		37,000
Lodging	Authors' Lodging	40,000
Lodging Total		40,000
City Service Fees	City Services/Fees	9,000
City Service Fees Total		9,000
Grand Total		1,540,000

Memorandum



Date: November 6, 2007

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Countywide In-Kind Request Recommendation

The Office of Strategic Business Management (OSBM) has reviewed the attached in-kind request and recommends for the item to move forward to the Board of County Commissioners for consideration. The countywide specific in-kind reserve balance allows for the funding of this request.

Background

A waiver for in-kind services has been requested by a not-for-profit organization the Miami Book Fair International, Inc. for the "Annual Literary Festival" to be held on November 4-11, 2007.

In-kind services have been requested in an amount not to exceed \$6,000 from the Miami-Dade County Public Works Department for permit fees. This event will be funded from the Countywide in-kind reserve fund.

In FY 2007-08, the Miami Book Fair International Inc. received \$65,625 from the General Fund and \$74,859 from the Department of Cultural Affairs for the same event.

Inkind00108